

EPA Region 10 Supplemental Guidance For Year 2004 Pollution Prevention Grant Program

Supplement to the **Pollution Prevention Grants and Announcement of Financial Assistance Programs Eligible for Review; Notice of Availability**, published in the Federal Register, Volume 69, Number 69, April 9, 2004 (pages 18898- 18903).

You are encouraged to also review the National Guidance as it contains information not contained in this supplement.

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I. Overview

The Pollution Prevention Act of 1990 establishes that pollution prevention is the nation's preferred approach to environmental management. On April 1, 1993 the United States Environmental Protection Agency (EPA) regional offices were delegated the authority to approve grants for State multi-media pollution prevention/source reduction programs under Section 6605 of the Pollution Prevention Act of 1990. The Pollution Prevention Grants support State, Tribal, and Alaska Native Village programs that address the reduction or elimination of pollution across environmental media: air, land and water.

EPA Region 10's goal is to encourage pollution prevention programs in the States of Alaska, Idaho, Oregon, and Washington as well as those pollution prevention programs established by federally recognized tribes including Alaska native villages that have been listed by BIA to be eligible for services.

On April 9, 2004, EPA announced (Federal Register / Vol. 69 No 69 / Friday, April 9, 2004 / Notices - Pg.18898 - 18903) the availability of approximately five million dollars through the Pollution Prevention Grant Program. Of that total, Region 10 expects to receive and award approximately \$450,000 in P2 grant funds. Two tiers of applications will be considered this year. Tier One will consist of applications in the \$100,000 range and may contain several projects representing different agency media programs or business sectors. Tier Two applications should be in the \$10,000 - \$20,000 range. An organization may compete at one or both levels. It is expected that the Region will fund up to 4 Tier One proposals and approximately 2-3 Tier Two proposals.

EPA expects to receive proposals from state environmental agencies as well as proposals from federally recognized tribes. A competitive process with pre-applications will be used. Pre-applications will consist of the "Application for Federal Assistance" form (Standard Form 424), Budget Information (Standard Form 424A), a workplan and the attached *Form for Estimating Results of the 2004 Pollution Prevention Grants*. Pre-applications are due to Carolyn Gangmark at Region 10 by May 26, 2004. After pre-application review and selection, Region 10 expects to negotiate final workplans with applicants between June 2 and June 9 2004. Final applications are expected to be due to Region 10 by June 9, 2004.

II. Eligible Organizations

The following is a list of Region 10 eligible applicants for FY 2004 P2 grants.

- The State of Alaska
- The State of Idaho
- The State of Oregon
- The State of Washington
- Region 10 Federally Recognized Indian Tribes and Alaska Native Villages

Local governments, public interest groups, private universities, private non-profits, private businesses and individuals are not eligible to apply, Region 10 strongly encourages these organizations to work with eligible applicants to develop proposals that include them as participants. EPA encourages state pollution prevention programs to form alliances, partnerships, and cooperative agreements with other technical assistance providers, wherever appropriate.

III. Objectives of the 2003 P2 Grant Program and Evaluation Criteria

Direction for Pollution Prevention Grant Program Given that the P2 grant program has achieved its initial objectives, EPA is now applying evaluation criteria to address the ways that states and tribes are delivering environmental services. EPA redesigned the grant program in 1997 to foster sustainability of state and tribal programs and ensure that pollution prevention is incorporated into state and tribal strategies and environmental service delivery systems. To achieve these goals, EPA will award year 2003 P2 funds to states and tribes that propose activities that fulfill the following criteria. An evaluation statement/weighting is provided below.

1. **Promote Multi-media Pollution Prevention.** Applicants should identify how projects will encourage source reduction to actively prevent pollution across environmental media: air water and land. EPA Region 10's 2004 priority P2 issues are:

- the provision of technical assistance to businesses;
- the measurement of financial and environmental benefits due to technical assistance; and
- projects that target Persistent Bioaccumulative and Toxic (PBTs) chemicals.

**** Evaluation Criteria** Applicant clearly outlines how project will encourage source reduction. Applicant intends to provide technical assistance to business and or support Environmentally Preferable Purchasing or PBT efforts. The application specifies realistic goals and objectives that will effectively address the environmental problems or issues identified in the application. **Weight: 35 points**

2. **Advance high priority state/ tribal environmental goals.** EPA believes it is important for the sustainability of state/tribal pollution prevention programs to complement the goals and strategies of the state's/tribe's environmental strategic plans and/or the activities included under the National Environmental Performance Partnership (NEPPs) or Tribal Environmental Agreements (TEAs) in an effort to show that the pollution prevention work they are undertaking complements and supports the state's/tribe's environmental strategic plans. If the state/tribal environmental program lacks a single comprehensive environmental strategy, applications must show a correlation between the proposed activity and the goals or objectives of the state/tribal environmental program.

**** Evaluation Criteria** The application presents a clear description of high priority state or tribal environmental problem and indicates how their proposed pollution prevention activity will effectively advance state/tribal capabilities. **Weight: 15 points**

3. **Promote partnering among environmental and business assistance providers.** Starting in 1994, EPA required P2 grant applicants to identify other environmental assistance providers in their states/regions and to work with these organizations to educate businesses on pollution prevention. EPA would like to underscore the importance of cooperation among state and tribal P2 programs and encourage partnerships

with other environmental and business assistance providers such as:

- the National Institute of Standards and Technology (NIST) programs;
- Small Business Development Centers (SBDCs);
- Small Business Assistance Programs (SBAPs);
- Office of Enforcement and Compliance Assistance (OECA) Compliance Assistance Centers; and
- university cooperative extension programs and other business and environmental assistance programs at the state level as well as other well established non-regulatory programs.

Through the P2 grant funds, EPA is striving to support the development of a coordinated network of state/tribal environmental service providers that leverages the expertise of the various environmental assistance organizations and shows an ability to work jointly in an effort to promote pollution prevention in the region.

**** Evaluation Criteria** Applicant identifies important partnering organization(s) they plan to work with over the life of the grant. **Weight: 20 points**

4. **Estimate of Environmental Impact of the Project.** Applicants are requested to estimate the environmental impact from their proposed activities. Grant applicants should use the form provided at the end of this guidance and also available at [http://yosemite.epa.gov/R10/OI.NSF/Pollution+Prevention+\(P2\)/Pollution+Prevention](http://yosemite.epa.gov/R10/OI.NSF/Pollution+Prevention+(P2)/Pollution+Prevention) to estimate their project's potential impact.

Measurement Tracking For the activities identified in the application, the applicant must also identify how they are going to track the effectiveness of the activity. Successes should be measured by demonstrating a direct link between the project's activities and quantifiable reductions in pollution generated or in natural resources used.

**** Evaluation Criteria** The project will produce significant and measurable environmental benefit. The methodologies for tracking the success of the project are built into the application. For each of the proposed activities, the applicant identifies how and what criteria they are using to track the effectiveness of the activity. Measures of success are measures of environmental improvement.

Weight: 30 points

IV. Grant Description

The Catalog of Federal Domestic Assistance number assigned to the P2 program is 66.708. **Organizations receiving pollution prevention grant funds are required to match Federal funds by at least 50%. In other words, States and Tribes must provide half of the total allowable cost which is effectively a 100% match.** Matching funds may be in cash or in-kind contributions and may be from any source except other federal funds. Indian Tribes may use money received under the "Indian Self Determination Act" as matching funds.

If a Tribe or Intertribal Consortium is selected for award of a Pollution Prevention Grant and the Tribe includes the funds in a Performance Partnership Grant awarded under 40 CFR Part 35, Subpart B, the required Tribal match for the Pollution Prevention portion of the PPG will be reduced to 5% of the allowable Pollution Prevention project cost for the first two years of the PPG Grant.

V. Selection Process and Evaluation Criteria

Selection Process A panel which will include representatives from the various media programs within Region 10 will review and rank the proposals. EPA will score applications on a 100-point scale. A description of each evaluation criteria and its weight is outlined in Section III. Selected applicants will be requested to complete a final application.

VI. Application Format

Pre-applications, which include the "Application for Federal Assistance" form (Standard Form 424 and 424A) and the applicant's work plan should be submitted to Region 10 by May 26, 2003. The work plan should include a:

- description of the proposed work and a time line of activities;
- list of tasks that will be carried out;
- description of how the proposal meets the criteria outlined in Section III of this guidance; and
- a list of the resulting deliverables.

VII. Time line/Schedule

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|---|---------------------|
| ● EPA Solicits for Applications | 04/09/04 |
| ● Pre-applications Due | 05/26/04 |
| ● EPA Reviews, Selects Pre-applications | 06/02/04 |
| ● EPA Works with Selected Applicants | 06/02/04 - 06/09/04 |
| ● All Final Applications Due (estimate) | 06/09/04 |
| ● EPA Awards Grants (estimate) | before 09/30/04 |

VIII. Mailing Address

Pre-Applications may be e-mailed to: gangmark.carolyn@epa.gov

Full Applications should be mailed to: Carolyn Gangmark
U.S. Environmental Protection Agency
1200 Sixth Ave. OI-085
Seattle, WA 98101

If you have questions about the P2 grant program or guidance, please contact Carolyn Gangmark at (206) 553-4072, FAX (206) 553-0119 or e-mail at gangmark.carolyn@epa.gov.

Form for Estimating Results of the 2004 Pollution Prevention Grants

This estimate must be submitted with grant pre-applications.

Please estimate the annual amount of reduction due to your proposed grant activities. The estimate should be for a 12 month period when the anticipated changes resulting from grant projects are in place.

Estimated Process Input Reductions

Toxic/Hazardous Materials

Reduced Use of Toxic/Hazardous Materials as Inputs	_____	pounds
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Reduced Use of Toxic/Hazardous Materials as Inputs	_____	gallons
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Description/Methodology for Estimate:

Raw Materials

Reduced Use of Raw Materials as Inputs	_____	pounds
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Reduced Use of Raw Materials as Inputs	_____	gallons
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Description/Methodology for Estimate:

Water

Reduced Use of Raw/Fresh Water as Input	_____	gallons
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Description/Methodology for Estimate:

Energy/Fuel

Reduced Use of:

Electricity	_____	kWh
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Natural Gas	_____	therms
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Vehicle Miles	_____	miles
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Diesel Fuel	_____	gallons
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Other Petroleum (non-auto)	_____	gallons
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Coal	_____	tons
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Other Fuels (e.g. bio-based)	_____	kWh equiv.
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Description/Methodology for Estimate:

Estimated Process Output Reductions

Hazardous Waste

Reduced Hazardous Waste Output	_____	pounds
Reduced Hazardous Waste Output	_____	gallons
Hazardous Waste Diverted to Recycling/Reuse	_____	pounds
Hazardous Waste Diverted to Recycling/Reuse	_____	gallons
Description/Methodology for Estimate:		

Solid Waste

Reduced Solid Waste Output	_____	pounds
Reduced Solid Waste Output	_____	gallons
Solid Waste Diverted to Recycling/Reuse	_____	pounds
Solid Waste Diverted to Recycling/Reuse	_____	gallons
Description/Methodology for Estimate:		

Direct Releases to Air

CO2 Output Reduced	_____	tons
NOx Output Reduced	_____	tons
SOx Output Reduced	_____	tons
Particulates (PM10) Output Reduced	_____	tons
VOCs Output Reduced (non-HAP)	_____	tons
VOCs Output Reduced (HAP)	_____	tons
Non-VOC Output HAPs Reduced	_____	tons
Other Output Pollutants Reduced	_____	tons
Description/Methodology for Estimate:		

Wastewater

Industrial Wastewater Discharge Avoided	_____	gallons
Description/Methodology for Estimate:		

Use of Renewable/Recycled Materials & Resources

Use of Recovered Materials

Materials Used _____ pounds

Materials Used _____ gallons

Description/Methodology for Estimate:

Purchase of Green Energy

Renewable Energy Purchased Offsite _____ kWh

Renewable Energy Generated Onsite _____ kWh

Description/Methodology for Estimate:

Use of Reclaimed Water

Use of Reclaimed Water _____ gallons

Description/Methodology for Estimate:

